

1. TYPE OF REVIEW:	Review Item Discrepancy	4. RID NUMBER:
2. PROJECT:		5. RELATED RIDS:
3. DATE:		
6. INITIATOR : (Last, First)	6a. EMAIL:	
6b. PHONE:	7. ORGANIZATION:	8. TEAM #/NAME:
9. ITEM REVIEWED (Item, Revision, Title):		
<div style="display: flex; justify-content: space-between;"> <div>SEC/VOL:</div> <div>PART/ATT.#:</div> </div> <div style="display: flex; justify-content: space-between;"> <div>PAGE/SHEET:</div> <div>PARA./ZONE#:</div> </div>		
10. RID SUBJECT:		
11. DISCREPANCY/PROBLEM:		
<div style="display: flex; justify-content: space-between;"> <div>REQUIREMENTS DOC.: <input style="width: 50%; border: 1px solid black;" type="text"/></div> <div>PARA: <input style="width: 20%; border: 1px solid black;" type="text"/></div> </div>		
12. CONSEQUENCES IF NOT CORRECTED:		
13. INITIATOR'S SUGGESTED CORRECTIVE ACTION (Optional):		
14. DEVELOPER'S COMMENTS:		
COST IMPACT: <input type="radio"/> YES <input type="radio"/> No	SCHEDULE IMPACT: <input type="radio"/> YES <input type="radio"/> No	14a: DEVELOPER'S SIGNATURE:
15. TEAM RECOMMENDATION: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <input type="radio"/> ACCEPTED <input type="radio"/> ACCEPTED FOR STUDY </div> <div> <input type="radio"/> ACCEPTED PER REMARKS <input type="radio"/> DISAPPROVED </div> <div> <input type="radio"/> WITHDRAWN <input type="radio"/> COMBINED WITH: </div> <div> <input type="radio"/> SUBMIT TO PREBOARD </div> </div> REMARKS:		
15a. ACTIONEE (Mail Code/Last, First):	15b. SUSPENSE:	15c. TEAM CAPTAIN SIGNATURE:

16. PREBOARD RECOMMENDATION:

- ☐ ACCEPTED ☐ ACCEPTED PER REMARKS ☐ WITHDRAWN ☐ SUBMIT TO BOARD
☐ ACCEPTED FOR STUDY ☐ DISAPPROVED ☐ COMBINED WITH:

REMARKS:

16a. ACTIONEE (Mail Code/Last, First):

16b. SUSPENSE:

16c. PREBOARD CHAIRPERSON SIGNATURE:

16d. DATE:

17. BOARD DISPOSITION:

- ☐ ACCEPTED ☐ ACCEPTED PER REMARKS ☐ WITHDRAWN
☐ ACCEPTED FOR STUDY ☐ DISAPPROVED ☐ COMBINED WITH:

REMARKS:

17a. ACTIONEE (Mail Code/Last, First):

17b. SUSPENSE:

17c. BOARD CHAIRPERSON SIGNATURE:

17d. DATE:

RID CLOSURE RECORD

18. IMPLEMENTATION:

19. CLOSED: ☐ YES ☐ No

18a. INITIATOR APPROVAL:

18b. DATE:

18c. ACTIONEE APPROVAL:

18d. DATE:

18e. SYSTEM ENGINEER APPROVAL:

18f. DATE

18g. CLOSURE APPROVAL (Program)

18h. DATE:

INSTRUCTIONS FOR REVIEW ITEM DISCREPANCY (RID), MSFC FORM 3739

1. **TYPE OF REVIEW:** The type of review (PRR, PDR, CDR, etc.)
2. **PROJECT:** The name of the project.
3. **DATE:** The current date.
4. **RID NUMBER:** The RID number will be assigned by the RID Coordinator when the RID is screened.
- 4a. **INPUT FORM #:** A Pre-RID number used to identify the record prior to it being declared a RID. The suggested format is the initiator's three initials., followed by a dash, followed by a sequential two-digit number, e.g., JRT-01, JRT-02, etc.
5. **RELATED RID'S:** A list of related RID Numbers. **NOTE:** Do not enter Input Form Numbers. The related RID's must have already been entered into the system.
6. **INITIATOR:** The initiator's name. Enter last name first followed by first name.
 - 6a. **EMAIL:** Initiator's e-mail address.
 - 6b. **PHONE:** Initiator's phone number.
7. **ORGANIZATION:** Initiator's organization code.
8. **TEAM #/NAME:** Team number and name.
9. **ITEM REVIEWED:** The document/drawing being reviewed.
10. **RID SUBJECT:** Short descriptive title of the RID.
11. **DISCREPANCY/PROBLEM:** Statement of the condition or situation which the initiator sees as contrary to project requirements.

REQUIREMENTS DOC.: The document that contains the requirement that is not being met by this RID.
PARA.: The paragraph number in the requirements document that contains the requirement.
12. **CONSEQUENCES IF NOT CORRECTED:** A statement of the effect of the continued existence of the discrepancy or problem.
13. **INITIATOR'S SUGGESTED CORRECTIVE ACTION:** The initiator's suggested remedy or action to correct the identified discrepancy or problem.
14. **DEVELOPER'S COMMENTS:** A statement of the technical merit of the RID. Give brief supporting rationale for approval or disapproval. If you need to present amplified cost or schedule impact data, record it in this field.

COST IMPACT: Click "Yes" or "No."
SCHEDULE IMPACT: Click "Yes" or "No."
DEVELOPER'S SIGNATURE: Signature of the developer.
15. **TEAM RECOMMENDATION:**

ACCEPTED: The discrepancy or problem is considered valid and accepted as written.
ACCEPTED FOR STUDY: Further study is required to determine if the discrepancy or problem is considered valid.
ACCEPTED PER REMARKS: The RID is accepted as qualified by remarks.
DISAPPROVED: The RID is considered invalid by the review team, but the initiator has not agreed to withdraw the RID.
WITHDRAWN: As part of the team coordination, the RID initiator agrees that the discrepancy or problem is invalid and agrees to withdraw the RID.
COMBINED WITH: Accept the gist of the RID but combine with another RID.
REMARKS: Any remarks to clarify the team recommendation.
* **Note:** Remarks are mandatory if Accepted per Remarks is selected; optional otherwise.
SUBMIT TO PREBOARD: RID is to be submitted to the Preboard. All RID's that are disapproved, have a cost or schedule impact, or are controversial must be submitted to the Preboard.
- 15a. **ACTIONEE (Mail Code/Last, First):** Actionee's organization/Actionee's last name, Actionee's first name.
- 15b. **SUSPENSE:** The date the actionee is to complete the assigned action.
- 15c. **TEAM CAPTAIN SIGNATURE:** Signature of the team captain.

INSTRUCTIONS FOR REVIEW ITEM DISCREPANCY (RID), MSFC FORM 3739

16. PREBOARD RECOMMENDATION:

ACCEPTED: The discrepancy or problem is considered valid and accepted as written.

ACCEPTED FOR STUDY: Further study is required to determine if the discrepancy or problem is considered valid.

ACCEPTED PER REMARKS: The RID is accepted as qualified by remarks.

DISAPPROVED: The RID is considered invalid by the review team, but the initiator has not agreed to withdraw the RID.

WITHDRAWN: As part of the team coordination, the RID initiator agrees that the discrepancy or problem is invalid and agrees to withdraw the RID.

COMBINED WITH: Accept the gist of the RID but combine with another RID.

REMARKS: Any remarks to clarify the team recommendation.

* **Note:** Remarks are mandatory if Accepted per Remarks is selected; optional otherwise.

SUBMIT TO BOARD: RID is to be submitted to the board. All RID's that are disapproved, have a cost or schedule impact, or are controversial must be submitted to the board.

16a. ACTIONEE (Mail Code/Last, First): Actionee's organization/Actionee's last name, Actionee's first name.

16b. SUSPENSE: The date the actionee is to complete the assigned action.

16c. PREBOARD CHAIRPERSON SIGNATURE: Signature of the preboard chairperson.

16d. DATE: Date of signature.

17. BOARD DISPOSITION:

ACCEPTED: The discrepancy or problem is considered valid and accepted as written.

ACCEPTED FOR STUDY: Further study is required to determine if the discrepancy or problem is considered valid.

ACCEPTED PER REMARKS: The RID is accepted as qualified by remarks.

DISAPPROVED: The RID is considered invalid by the review team, but the initiator has not agreed to withdraw the RID.

WITHDRAWN: As part of the team coordination, the RID initiator agrees that the discrepancy or problem is invalid and agrees to withdraw the RID.

COMBINED WITH: Accept the gist of the RID but combined with another RID.

REMARKS: Any remarks to clarify the team recommendation.

* **Note:** Remarks are mandatory if Accepted per Remarks is selected; optional otherwise.

17a. ACTIONEE (Mail Code/Last, First): Actionee's organization/Actionee's last name, Actionee's first name.

17b. SUSPENSE: The date the actionee is to complete the assigned action.

17c. BOARD CHAIRPERSON SIGNATURE: Signature of the chairperson.

17d. DATE: Date of signature.

18. IMPLEMENTATION: A description of how the actionee implemented the RID.

18a. INITIATOR APPROVAL: Signature of the Initiator.

18b. DATE: Date of signature.

18c. ACTIONEE APPROVAL: Signature of the Actionee.

18d. DATE: Date of signature.

18e. SYSTEM ENGINEER APPROVAL: Signature of the System Engineer.

18f. DATE: Date of signature.

18g. CLOSURE APPROVAL (Program): Signature of the Program Manager.

18h. DATE: Date of signature.

19. CLOSED: Indication of whether or not the RID is to be closed. Note: Once a RID is closed, additional data cannot be entered.